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SUBJECT: Personnel File Procedure, Suggestions Regarding

1. It is suggested that consideration be given to installing a serial number system for personnel files. A brief description of the system and its advantages is outlined below:

    a. <u>System</u>

        1. Each file when made up is assigned a serial number from a registry book (i.e., #986).

        2. A strip insert is placed in a visible rotary index (standard Remington Rand equipment) alphabetically with the number (#986) showing thereon.

        3. The file is filed by number--in this case between #985 and #987.

    b. <u>Advantages</u>

        1. Misfiling is almost impossible. Anyone who can count can do it very accurately.

        2. Pulling files is quick and sure. One extra step, determining the serial number of a file, is involved but this step is very rapid. Once the serial number is determined, the pulling of the file is extremely fast.

        3. Physical file expansion is completely solved. Internal re-shuffling is eliminated. Files are always added at the end.

        4. File inventory is very simple. When numbers do not read consecutively, a file is out. If there is no "out" card, it is per se out of control.

        5. Security is enhanced since a file on a desk reflects only its number to the casual observer.

        6. The exact number of files outstanding is always known.

        7. Card index files can be eliminated by substituting the rotary index on which through coding considerable information can be represented.

    c. <u>Disadvantages</u>

        1. The principal disadvantage is in imposing such a system on an already established file of considerable size. This difficulty is not in-superable and is short run when assessed in light of the long run impli-